

# Minnesota Public Library Annual Report, 2017 Worksheet

You may use this worksheet to collect your library’s data before entering it into the online survey.

Complete your report using data/information for January 1 through December 31, 2017, unless otherwise indicated. Financial data should be reported for the fiscal year which ended in calendar year 2017.

This worksheet includes the data elements for both library administrative entities(headquarters)and library outlets (branches). Data elements that collect outlet level information use an “m” as part of the field code (e.g. P06m). There are some fields that request information at the administrative entity level only and some that request only library outlet information. Information entered at the outlet level will usually ‘roll up’ into a total for the administrative entity. When this is the case, the data element for the administrative entity data element will be locked. Please contact State Library Services to update data elements that are locked. Information in some data elements is pre-filled for your convenience. If the pre-filled answer is incorrect, please update.

## General Information

| DATA ELEMENT  | STATUS |
| --- | --- |
| G01/G01m) Library Name  | Pre-filled and locked |
| G02/G02m) Regional System/Sequence Number  | Pre-filled and locked |
| G03/G03m) Regional Public Library System  | Pre-filled and locked |
| G04/G04m) Street Address  | Pre-filled and locked |
| G05/G05m) Location is a change from previous year  | Pre-filled |
| G06/G06m) City | Pre-filled and locked |
| G07/G07m) ZIP Code | Pre-filled |
| G08/G08m) Mailing Address | Pre-filled |
| G09/G09m) City  | Pre-filled |
| G10/G10m) ZIP Code | Pre-filled |
| G11/G11m) County  | Pre-filled |
| G12/G12m) Phone  | Pre-filled |
| G13) Library Web Address  | Pre-filled |
| G14/G14m) Director’s Name  | Pre-filled |
| G15/G15m) Director’s Phone  | Pre-filled |
| G16/G16m) Director’s Extension | Pre-filled |
| G17/G17m) Director’s E-mail Address  | Pre-filled |

### Report Filer’s Contact Information

| **DATA ELEMENT**  | **STATUS**  |
| --- | --- |
| G18) Name of Person Who Prepared the Public Library Report  | Pre-filled |
| G19) Phone  | Pre-filled  |
| G20) E-mail | Pre-filled  |

### IMLS Administrative Entity Codes

| **DATA ELEMENT**  | **STATUS**  |
| --- | --- |
| G21) Interlibrary Relationship Code | Pre-filled and locked |
| G22) Legal Basis Code  | Pre-filled and locked |
| G23) Administrative Structure Code  | Pre-filled and locked |
| G24) IMLS/FSCS Public Library Definition | Pre-filled with Yes and locked |
| G25) Geographic Code  | Pre-filled and locked |
| G26) Did the legal service area boundary change?  | Pre-filled with No |

## Public Services Information

|  |  |
| --- | --- |
| DATA ELEMENT | **STATUS** |
| P01/P01m) Population of the Legal Service Area  |  |
| P02/P02m) Registered Users – Residents  |  |
| P03/P03m) Registered Users – Reciprocal |  |
| P04/P04m) Total Registered Users – Automatic Tally | Calculated by LibPAS and locked  |
| P05) Last year Registered User Records Were Purged |  |
| P06/P06m) Visits |  |
| P07/P07m) Reference Transactions |  |
| P08/P08m) Annual Public Internet Computer Sessions  |  |
| P09/P09m) Public Internet Computer Other Uses | Pre-filled |
| P10/P10m) Wireless Sessions  |  |
| P11) ILL Provided to Other Libraries  |  |
| P12) ILL Received from Other Libraries  |  |
| P13/P13m) Children’s Circulation  |  |
| P14/P14m)Adult Circulation  |  |
| P15/P15m) Other Physical Media Circulation (No Age Designation) |  |
| P16/P16m) Total Physical Media Circulation | Calculated by LibPAS and locked |
| P17/P17m)Downloadable E-books and E-serials Circulation |  |
| P18/P18m) Downloadable Audio and Video Circulation |  |
| P19/P19m) Total Downloadable Circulation | Calculated by LibPAS and locked |
| P20) Total Circulation  | Calculated by LibPAS and locked |
| P21/P21m) Children’s Programs  |  |
| P22/P22m) Young Adult Programs |  |
| P23m/P23m) Adult Programs  |  |
| P24/P24m) Total Programs | Calculated by LibPAS and locked |
| P25/P25m) Children’s Program Attendance |  |
| P26/P26m) Young Adult Program Attendance |  |
| **DATA ELEMENT** | **STATUS** |
| P27/P27m) Adult Program Attendance |  |
| P28/P28m) Total Program Attendance | Calculated by LibPAS and locked |
| P29) Number of Information Retrievals from Electronic Collections |  |
| P30) Electronic Content Use | Calculated by LibPAS and locked |
| P31) Total Collection Use | Calculated by LibPAS and locked |

## Public Service Hours

| **DATA ELEMENT**  | **STATUS** |
| --- | --- |
| H01m) Monday Hours |  |
| H02m) Tuesday Hours |  |
| H03m) Wednesday Hours |  |
| H04m) Thursday Hours |  |
| H05m) Friday Hours |  |
| H06m) Saturday Hours |  |
| H07m) Sunday Hours |  |
| H08/08m) Number of Public Service Hours in a Regular Week |  |
| H09/H09m) Number of Public Service Hours in a Seasonal Week |  |
| H10/H10m) Seasonal Dates  |  |
| H11m) Number of Weeks Library is Open  |  |
| H12/H12m) Total Public Service Hours per Year |  |

## Facilities

| **DATA ELEMENT**  | **STATUS**  |
| --- | --- |
| F01) Central Libraries  | Pre-filled with 1 |
| F02) Branch Libraries | Pre-filled with 0 |
| F03) Bookmobiles | Pre-filled with 0 |
| F04) Supplementary Services |  |
| F05m) Outlet Type Code | Pre-filled and locked |
| F06m) Number of Bookmobiles |  |
| F07m) Facility Type  | Pre-filled and locked |
| F08m) Square Feet  | Pre-filled and locked |
| F09m) Year Built  | Pre-filled |
| F10m) Latest Year Remodeled | Pre-filled |
| F11m) Previous Year(s) Remodeled  | Pre-filled |
| F12/F12m) Staff Internet Computers | Pre-filled |
| F13/F13m) Public Internet Stationary Computers | Pre-filled |
| F14/F14m) Public Internet Mobile Devices for On-Site Use | Pre-filled |
| F15/F15m) Total Number of Public Internet Computers/Devices | Calculated by LibPAS and locked |
| F16m) Fiber Optic to Library Building | Pre-filled |
| F17m) Category 6 Wiring or Better within Library? |  |
| F19m) Typical Internet Download Speed for Public Computers |  |
| F21m) Typical Internet Upload Speed for Public Computers  |  |
| F22/F22m) Number of Outlets with Wi-Fi Available to Public  | Pre-filled  |
| F23) Number of Outlets with a Meeting Room  |  |
| F23m) Meeting Room Available for Public Use | Pre-filled |
| F24/F24m) Non-Library Sponsored Events |  |

## Assistive Technology

| **DATA ELEMENT**  | **STATUS** |
| --- | --- |
| Low Vision Keyboard Available? | Pre-filled |
| Magnifier Available? | Pre-filled |
| Optical Character Reader (OCR) Available? | Pre-filled |
| Page Turner Available? | Pre-filled |
| Screen-enlarging Software Available? | Pre-filled |
| Speech Input or Output (Screen Reader) Available? | Pre-filled |
| Other? |  |
| Description |  |

## Staff Information

### Full Time Equivalent (FTE)

| **DATA ELEMENT**  | **STATUS**  |
| --- | --- |
| S01/S01m) Total ALA/MLS Librarians |  |
| S02/S02m) Total Other Librarians  |  |
| S03/S03m) Total Librarians  | Calculated by LibPAS and locked |
| S04/S04m) Total Other Staff |  |
| S05/S05m) Total Paid Employees  | Calculated by LibPAS and locked |

### Staff Pay Ranges

| **DATA ELEMENT**  | **STATUS Low Salary** | **STATUS High Salary** |
| --- | --- | --- |
| S06) Regional Director  | Pre-filled | Pre-filled |
| S07) Library Director  | Pre-filled | Pre-filled |
| S08) Assistant Director | Pre-filled | Pre-filled |
| S09) Branch Manager | Pre-filled | Pre-filled |
| S10) Central Library Manager | Pre-filled | Pre-filled |
| S11) Department Head | Pre-filled | Pre-filled |
| S12) Other Librarian | Pre-filled | Pre-filled |
| S13) Technology Support  | Pre-filled | Pre-filled |
| S14) Library Support Staff | Pre-filled | Pre-filled |
| S15) Administrative Support Staff | Pre-filled | Pre-filled |
| S16) Pages | Pre-filled | Pre-filled |
| S17) Do Any Library Staff Belong to a Union? |  |

## Library Collection

| **DATA ELEMENT**  | **STATUS**  |
| --- | --- |
| **Physical Materials** |  |
| C01/C01m) Print Materials (Books and Periodicals) |  |
| C02/C02m) Audio Materials, Physical  |  |
| C03/03m) Video Materials, Physical |  |
| C04/C04m) Multi-format Materials |  |
| C05/C05m) Other Physical Materials |  |
| C06/C06m) Total Physical Materials  | Calculated by LibPAS and locked |
| C07/C07m) Print Serial Subscriptions  |  |
| **Electronic Materials** |  |
| C08/C08m) Electronic Serial Subscriptions, Licensed Locally, Downloadable  |  |
| C09) Electronic Serial Subscriptions, Licensed Regionally, Downloadable | Pre-filled and locked |
| C10) Total Electronic Serial Subscriptions | Calculated by LibPAS and locked |
| C11) Electronic Books Licensed Locally  |  |
| C12) Electronic Books Licensed Regionally | Pre-filled and locked |
| C13) Electronic Books Licensed Statewide | Pre-filled and locked |
| C14) Total Electronic Books | Calculated by LibPAS and locked |
| C15) Audio Downloadable Units, Licensed Locally |  |
| C16) Audio Downloadable Units, Licensed Regionally | Pre-filled and locked |
| C17) Total Audio Downloadable Units | Calculated by LibPAS and locked |
| C18) Video Downloadable Units, Licensed Locally |  |
| C19) Video Downloadable Units, Licensed Regionally | Pre-filled and locked |
| C20) Total Video Downloadable Units  | Calculated by LibPAS and locked |
| **Electronic Collections** |  |
| C21) Electronic Collections Licensed Locally |  |
| C22) Electronic Collections Regionally  | Pre-filled and locked |
| C24) Total Licensed Electronic Collections Local/Regional/Other Cooperative Agreement | Calculated by LibPAS and locked |
| C25) Electronic Collections Licensed Statewide | Pre-filled and locked |
| C26) Total Licensed Electronic Collections  | Calculated by LibPAS and locked |

## Policies/Plans

| **DATA ELEMENT**  | **STATUS**  |
| --- | --- |
| D01) Strategic Plan  | Pre-filled  |
| D02) Disaster Plan  | Pre-filled  |
| D03) Policy Manual  | Pre-filled  |
| D04) Records Retention Schedule  | Pre-filled  |
| D05) Building Accessibility Plan  | Pre-filled  |
| D06) Technology Plan | Pre-filled  |
| D07) Internet Acceptable Use Policy | Pre-filled  |

## Community Engagement

| DATA ELEMENT  | **STATUS**  |
| --- | --- |
| **Outreach Services** |  |
| Adult Basic Education | Pre-filled |
| Adult Literacy Organization | Pre-filled  |
| New Arts Organization |  |
| New Disability Organization |  |
| Early Childhood Organization | Pre-filled  |
| Correctional Facility | Pre-filled  |
| Cultural Communities  | Pre-filled  |
| New Homeschool Organization |  |
| Service to Homebound  | Pre-filled  |
| School (K12) | Pre-filled  |
| Senior-Centered Organization | Pre-filled  |
| New Veterans Organization |  |
| Workforce Development | Pre-filled  |
| Youth Development Organization | Pre-filled |
| Other |  |
| **Community Partnerships** |  |
| O12) Does this library partner with one or more community organizations or groups in order to address a community need? |  |
| O13a-c) If *Yes*, at what levels does the library engage with its partners.* Communicative
* Cooperative
* Collaborative
 |  |
| O14) If Yes, does this library measure the impact on the community due to the partnership’s efforts? |  |
| **Volunteers** |  |
| O15) Does this library have a volunteer program for individuals or groups to complete tasks willingly and without pay? |  |
| O16m) Number of Teen Volunteers |  |
| O17m) Number of Adult Volunteers |  |
| O18m) Number of Teen Volunteer Hours |  |
| O19m) Number of Adult Volunteer Hours |  |
| O20) Total Number of Volunteers | Calculated by LibPAS and locked |
| O21) Total Number of Volunteer Hours | Calculated by LibPAS and locked |

## Summer Learning Program

| DATA ELEMENT | **STATUS**  |
| --- | --- |
| **What type(s) of summer learning programs did this library offer for youth?** |  |
| If the library offers summer learning programs including reading programs, please provide the intended age-groups for the program.* Preschoolers, birth to 5 years old
* Children, 5 to 11 years old
* Young adults, 12 to 18 years old
 |  |

## Board, Foundation, Friends

|  |  |
| --- | --- |
| **DATA ELEMENT** | **STATUS**  |
| I01) Does this library have a governing Board?  | Pre-filled |
| I02) Are this library’s trustees elected or appointed officials?  | Pre-filled |
| I03) Is this library's Board of Trustees the governing authority or advisory?  | Pre-filled |
| I04) Does This Library Have a Foundation? | Pre-filled |
| I05) Foundation Name | Pre-filled |
| I06/I06m) Does This Library Have a Friends Group?  | Pre-filled |
| I07/I07m) Friends Group Name | Pre-filled |

## Financial Data

### Operating Revenue

| **DATA ELEMENT** | **STATUS** |
| --- | --- |
| **City**  |  |
| R01) City Direct  |  |
| R02) City Indirect  |  |
| R03) City Operating Revenue Total | Calculated by LibPAS and locked |
| **County**  |  |
| R04) County Direct  |  |
| R05) County Indirect |  |
| R06) County Total | Calculated by LibPAS and locked |
| **Other Local Government** |  |
| R07) Other Local Government Direct |  |
| R08) Other Local Government Indirect  |  |
| R09) Other Local Government Operating Revenue Total | Calculated by LibPAS |
| R10) Total Local Government Operating Revenue | Calculated by LibPAS and locked |
| State |  |
| R11) Arts & Cultural Heritage Fund |  |
| R12) Regional Library Basic System Support |  |
| R13) Regional Library Telecommunications Aid |  |
| R14) Other State |  |
| R15) Total State Government Operating Revenue | Calculated by LibPAS and locked |
| Federal  |  |
| R16) Federal Library Services and Technology Act |  |
| R17) Federal Direct |  |
| R18) Federal Indirect |  |
| R19) Total Federal Operating Revenue | Calculated by LibPAS and locked |
| **Regional System** |  |
| R20) Regional System Direct |  |
| R21) Regional System Indirect |  |
| R22) Regional System Operating Revenue Total  | Calculated by LibPAS and locked |
| **Multicounty, Multitype** |  |
| R23) Multicounty, Multitype Direct |  |
| R24) Multicounty, Multitype Indirect |  |
| R25) Multicounty, Multitype Operating Revenue Total  | Calculated by LibPAS and locked |
| **Other** |  |
| R26) Other Operating Direct |  |
| R27) Other Operating Indirect |  |
| R28) Other Operating Total | Calculated by LibPAS and locked |
| R29) Total Regional; Multicounty, Multitype and Other Operative Revenue | Calculated by LibPAS and locked |
| R30) Total Operating Revenue | Calculated by LibPAS and locked |

### Operating Expenditures

| **DATA ELEMENT** | **STATUS** |
| --- | --- |
| **Personnel Expenditures** |  |
| E01) Salaries & Wages |  |
| E02) Employee Benefits |  |
| E03) Total Personnel Costs | Calculated by LibPAS and locked |
| Collection Expenditures |  |
| E04) Collection Expenditures Print Materials |  |
| E05) Collection Expenditures Electronic Materials Electronic Books (E-books) |  |
| E06) Collection Expenditures Electronic Collections |  |
| E07) Collection Expenditures Electronic Materials Other Electronic Materials |  |
| E08) Collection Expenditures Electronic Materials Expenditures Total | Calculated by LibPAS and locked |
| E09) Collection Expenditures Other Materials Audio & Video Physical Materials |  |
| E10) Collection Expenditures Other Materials Other Physical Materials |  |
| E11) Collection Expenditures Other Materials Expenditures Total | Calculated by LibPAS and locked |
| Collection Expenditures Physical Materials Total | Calculated by LibPAS and locked |
| E12) Total Collection Expenditures | Calculated by LibPAS and locked |
| **Other Expenditures**  |  |
| E13) Other Operating Expenditures  |  |
| E14) Total Operating Expenditures | Calculated by LibPAS and locked |
| E15) Expenditures Equal To or Less than Income? |  |

### Capital Revenue

| **DATA ELEMENT** | **STATUS** |
| --- | --- |
| **City**  |  |
| R31) City Direct  |  |
| R32) City Indirect  |  |
| R33) City Capital Revenue Total | Calculated by LibPAS and locked |
| **County**  |  |
| R34) County Direct  |  |
| R35) County Indirect |  |
| R36) County Capital Revenue Total | Calculated by LibPAS and locked |
| **Other Local Government**  |  |
| R37) Other Local Government Direct |  |
| R38) Other Local Government Indirect  |  |
| R39) Other Local Government Capital Revenue Total | Calculated by LibPAS and locked |
| R40) Total Local Government Capital Revenue | Calculated by LibPAS and locked |
| State |  |
| R41) Library Construction Grant  |  |
| R42) Other State Capital Revenue |  |
| R43) Total State Government Capital Revenue | Calculated by LibPAS and locked |
| **Federal**  |  |
| R44) Federal Government Capital Revenue Library Services and Technology Act  |  |
| R45) Federal Capital Direct |  |
| R46) Other Federal Indirect Capital Revenue |  |
| R47) Total Federal Government Capital Revenue | Calculated by LibPAS and locked |
| Regional System |  |
| R48) Regional System Direct |  |
| R49) Regional System Indirect |  |
| R50) Regional System Capital Revenue Total  | Calculated by LibPAS and locked |
| **Other** |  |
| R54) Other Capital Direct |  |
| R55) Other Capital Indirect |  |
| R56) Other Capital Revenue Total | Calculated by LibPAS and locked |
| R57) Total Regional, Multicounty Multitype and Other Capital Revenue  | Calculated by LibPAS and locked |
| R58) Total Capital Revenue | Calculated by LibPAS and locked |

### Capital Expenditures

|  |  |
| --- | --- |
| **DATA ELEMENT** | **STATUS** |
| EC01) Total Capital Expenditures |  |

### In-Kind Contributions

| **DATA ELEMENT** | **STATUS** |
| --- | --- |
| R59) In-Kind Operating Contributions City |  |
| R60) In-Kind Operating Contributions County |  |
| R61) In-Kind Operating Contributions All Other |  |
| R62) Total In-Kind Operating Contributions | Calculated by LibPAS and locked |
| In-kind Contributions by Expenditure  |  |
| EKA01) Personnel |  |
| EKA02) Collection |  |
| EKA03) All Other Operating Expenditures |  |
| EKA04) Total In-Kind Operating Contributions  | Calculated by LibPAS and locked |

### In-Kind Capital Contributions

|  |  |
| --- | --- |
| **DATA ELEMENT** | **STATUS** |
| R63) In-Kind Capital Contributions City |  |
| R64) In-Kind Capital Contributions County |  |
| R65) In-Kind Capital Contributions All Other |  |
| R66) Total In-Kind Capital Contributions | Calculated by LibPAS and locked |



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